



Home-building and Remodeling Handbook

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“Building a Higher Value”

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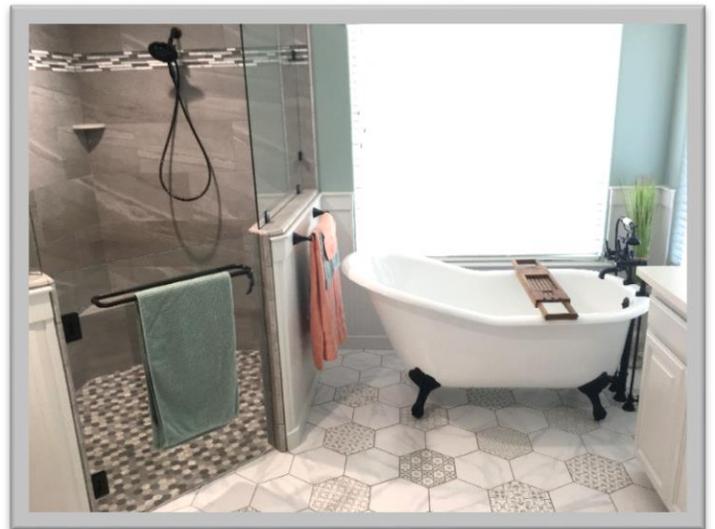
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Building or Remodeling Your Home

We are pleased to provide you this reference handbook. It is designed for you to use if you want to build a new home or complete a major remodel of your home.

The myriad of confusing steps in the home-building or remodeling process can cause a great deal of stress for any homeowner. But we believe completing your dream project should not be a nightmare! In an effort to help you prepare for construction, minimize stress, and enable you to enjoy your investment, we have broken our process down into a series of steps for you to review. We want you to be proud of your home and look back with pleasure at your project. That's why our motto is, **"building a higher value"** for you and your family. We look forward to working with you throughout the project.



1. Preliminary Vision Casting

We start by outlining your vision. Now is the time for you to show us your sketches, share the pictures you have in your idea books, and simply **dream out loud**. We'll meet with you, ask general questions and then walk the project site with you. We might take pictures and rough measurements. (If you have not selected your lot yet, we are happy to help you shop.) Be prepared, at this point, to tell us your expectation for your total spending budget. Understand that we are not asking this in an effort to spend all of your savings! It is very important to be sure, right up front, that your expectations are in line with the reality of current building costs.



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2. Initial Reconnaissance

After understanding your dream, we identify potential roadblocks and regulatory hassles lurking on the horizon. Many contractors leave this work to the homeowner, but we include it in our service to you, saving you the confusion, frustration, and red tape of dealing with all the pertinent local agencies. We take preliminary notes and measurements to discuss with the building department, fire department, and water authorities. We want to ensure that we have **important questions answered** before you have invested too much in the process, including:

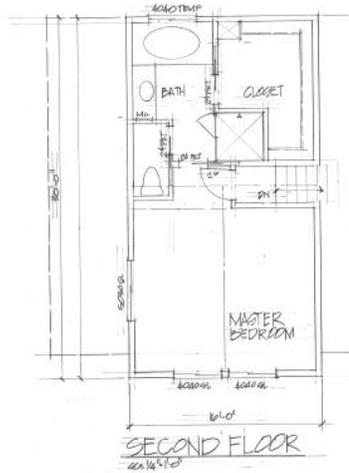
- Will the new home or added square footage fit on the site with appropriate setbacks, septic/sewer requirements, and easements?
- Will PG&E and your water authority have capacity or access requirements?
- Is the home site in a Wildland-Urban Interface Fire Area that requires safety precautions like specialized siding and windows?
- What will the fire department look for in terms of in-home fire sprinklers and water flow capacity?
- Given its location, which regulatory authorities will need to approve the project?

Once we have found answers to these preliminary questions and resolved the roadblocks, you can confidently proceed with your project.



3. Rough Draft

With potential roadblocks averted, we will go with you to help communicate your vision to the architect or designer. All new homes and most major remodels involve architectural drawings. (If you have not yet selected your architect, we are happy to help you select one.) The architect will then turn your vision into a rough drawing for you to review and modify. Once we have a copy of the rough draft, we will provide a **preliminary cost estimate** and **timeline** for your project, allowing you to evaluate your budget and make any adjustments before you pay the architect for a full design. At this point, we are also happy to meet with your lender or provide them preliminary information for their approval process.



4. Final Drawings

Once you are comfortable with the preliminary cost estimate, you can proceed with the architect to create a final, detailed drawing suitable for the building department and other regulatory agencies. After you approve the final drawings, you will **begin selecting** your interior finishes, such as fixtures, paint treatments, floor coverings, and countertops. As you make your selections, we will suggest alternatives that work well and may save you money. We call this “**value engineering**,” and it means that you really do get to “keep the change.”

5. True Quote

With the final drawings complete and your interior finishes selections made, we can complete your True Quote. During this short but intensive time period, we build your project on paper. Our subcontractors evaluate copies of your plans and give us accurate bids based on the plans and your particular selections. These bids enable us to make **accurate estimates** of materials, labor, and fees. If you decide that you want to make budget adjustments, we can work together to revise selections to save you money. We provide you a detailed explanation of all of our costs, including exactly what we calculate for our contractor fee, which is normally based on a percentage of the total project cost. You can proceed in confidence, knowing there will be no hidden or unexpected costs.

OWNER NAME			
Kitchen Remodel		Job # 301	
		Cust #272	
<u>ADDRESS</u>	Budget	Actual	
Permit Fees	By Owner	By Owner	
Demolition of cabinets, countertops & T-Bar on Ceiling	\$ 820	805.32	
Plumbing rough & finish	450	813.50	Approved extra
Plumbing fixtures (sink & faucet & disposal)	By Owner	By Owner	
Electrical rough & finish includes can lights & led undercab	2,800	2,800.00	
HVAC - hood vent connection	125	125.00	
Drywall, Tape & Texture	800	510.00	
Interior Painting, including cabinets	4,700	4,700.00	
Finish labor & material	750	268.41	
Cabinet knobs and pulls	By Owner	By Owner	
Cabinets (Shaker Style with flat panel doors) Paint Grade	8,700	8,750.00	\$50 for tilt out.
Pre-Fab Countertop Fabrication & Installation	3,685	3,685.00	
Pre-Fab Granite, White River, including full backsplash	4,181	4,181.89	
Demolition of tile floor & replace underlayment with material	1,430	763.74	
Tile Floor, Main Street Bistry Brown Material	1,780	1,780.00	
Tile Floor, Main Street Bistry Brown Material	2,200	2,200.00	

6. Plan Check

Once you give us the green light, we **submit** your plans to the building department, sanitation department, and any other applicable regulatory authorities. We register as your contractor so you don't have to deal with confusing phone calls and questions. If there are any questions that require the architect to intercede, we take care of coordinating the architect and the planning authorities. Once permits are “ready to pull,” meaning all required departments have approved the permits, we pick them up and pay for them. You will reimburse us with no additional mark-up.



7. Time Schedule

After the permits are pulled and you are ready for us to begin, we will finalize the time schedule with you. If you are a “do it yourself” person and want to work alongside us, we will schedule **your participation** with us. Also, since you will be finalizing your selections along the way, the time schedule will help you stay in step with the building process. (See number 8 below.)

The time schedule component frees you from wondering what is going on, when it will happen, where everyone is, and whether the project is progressing as planned. It also helps you pace yourself so you don't feel you need to answer all the selection questions at once. We want you to have that peace of mind that comes from knowing what comes next.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
28	29	30	31	Jun 1
		Demo		
4	5	6	7	8
Drywall Repair	Template Countertops	Tape/Texture	Cabinet Refinish	
11	12	13	14	15
Cabinet Refinish			Countertop Install	
18	19	20	21	22
Tile backsplash			*Flooring	
				Finish Plumbing
25	26	27	28	29
Final Details Install Baseboard	Final Inspection Finish Touch UP Paint			

8. Finalizing Your Selections

As you finalize your selections, you could wander around big box stores without help from a soul. But we believe this process should be fun, exciting, and less overwhelming. We take you directly to **our suppliers** and spend as much time shopping with you as you would like. You get our supplier-direct pricing and receive respectful treatment from our suppliers, all while we guide your selections based on your budget to avoid any financial surprises.



9. On the Job Site

Once the project begins, you are a welcome partner on your job site, never an ignored stranger. We will have regularly scheduled **job site meetings** to discuss progress and answer any questions. We hope to see you on site as often as you wish, participating as much as you would like. You get to learn and are never treated as if you are in the way.

We treat your home as if it were our own, so there will be no unnecessary mess. Do-it-yourself fans like joining in alongside us. We are truly on your team.



10. Once the Job is Finished

We guarantee the quality of our work and we stand behind that guarantee. You won't have to worry about chasing us down to finish neglected details. In addition to completely and professionally finishing our work to make your house a home, we provide you a **handbook** and **documentation** for your future reference. We will leave you with all the appliance manuals and serial numbers, paint color codes, phone numbers of suppliers and service people, and maintenance instructions. We want you to enjoy living in your investment.



Conclusion

Why do we go the extra mile to provide you this information? It is because we hope that it leads to a stress-free project. Our pledge is to take care of you like you are our own family.

Our Contact Information

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